



**EVENT DATE:** Monday, 23 August 2021

**VENUE:** Plaza Ballroom (Under the Regent Theatre)  
191 Collins Street, Melbourne VIC 3000

**ANTICIPATED GUEST NUMBERS:**

Trade & Media Session 350

Public Session 320

**ESTIMATE - STOCK REQUIREMENTS:**

10-14 bottles per cuvée, across both trade and public events.

Use your discretion with tasting pours according to the anticipated guest numbers indicated.

**SCHEDULE:**

Set up from 11am (*entry via Regent Theatre Stage Door, 200 Flinders Lane*)

Trade and media tasting 1pm-5pm

Agents exhibiting only at Public session bump in from 4pm

Public tasting 6pm-9pm

Bump out 9-9:30pm

**DELIVERY OF STOCK & POSM:**

All items to be delivered to Wine-Ark, Brunswick.

Delivery Address:

WINE-ARK - BRUNSWICK  
*Attention: Taste Champagne Melbourne Event*  
60 DAWSON ST  
BRUNSWICK VIC 3056  
03 9388 0788

***Please ensure all items are clearly labeled and marked for Taste Champagne.***

**Delivery window:** Monday 26 July to Tuesday 17 August 2021

**Delivery times:** Monday to Friday 8am to 5pm

**Delivery slips/quantities:** Email [Jody](mailto:jody) the box quantities to help ensure all your stock has been received.

*Note: wine stock and POSM can be brought in with you on the day however please let Jody know if this will be the case.*

## **STAFF ATTENDING/ MANNING EXHIBITOR TABLE - DEADLINE 1 JULY 2021**

- Send through a full list of names (first & last), company and phone number of your staff. This includes all staff who will be manning your table or assisting in any capacity at Taste Champagne and the cities that they will be attending.
- Due to COVID-related capacity restrictions we have had to cap the number of agents pouring on the day to no more than four (4) at the one time. Please contact [Jody](#) if this causes a problem and we'll do our best to accommodate your request.
- Staff names are included on the list at the door, so they will not need to register online for a trade pass.
- Non-pouring staff who wish to attend can register for a trade pass [here](#).
- Name tags will be printed for all pouring agents.
- Please advise if anyone in your team will require a GF or Vegetarian meal and we will do our best to accommodate.
- All staff manning/ pouring will need to have a copy of their RSAs with them. In addition, Melbourne and Brisbane venues require a copy of all pouring staff RSAs prior to the event.

## **RSAs - REQUIRED BY 30 JULY**

- All exhibitors pouring MUST hold a current Victorian RSA and will need to have on them at the event.
- If exhibitors have an RSA valid for elsewhere in Australia, they will need to complete a bridging Victorian RSA prior to the event.
- Email directly to [Jody](#) no later than Friday, 30 July 2021

## **WHAT YOU NEED TO BRING IN WITH YOU ON THE DAY:**

- Ice bucket/s for keeping bottles cold on your table
- Your own branding display materials and POS displays, as you desire, such as printed materials, banners, dummy bottles, etc.
- Dummy bottles and gift boxes for our main room display as per previous years

## **PROVIDED AT THE EVENTS:**

- Table
- Tablecloth
- Riedel Riesling Glasses
- Tasting Booklet
- Ice and tub to keep cuvées chilled throughout the day/evening (under your table)
- Antipodes sparkling and still water
- Large spittoons positioned around the room (disposable milkshake cups to be used for spitting)
- Sandwiches and rolls for agents staying on for the consumer event (will be served in the break, 5pm-6pm)

## **CHAMPAGNE SALES TO THE PUBLIC**

As you know, we welcome you to sell direct to the public. You can of course take orders and process transactions on the night. However, since our events and venues are not licensed for wine sales, customers are not legally allowed to take wines away with them on the night. Please instead make arrangements to ship to them after the event.

## **PLAZA BALLROOM REQUIREMENTS**

### **“CONDITIONS OF ENTRY SUPPLIER FORM” - IMPORTANT PLEASE READ AND ACTION**

All exhibiting staff will individually need to have read this form prior to arrival at the venue as they need to be aware of and understand the Plaza Ballroom's Covid Safe policies and back of house/event procedures.

#### **CONDITIONS OF ENTRY SUPPLIER FORM**

#### **COVID SAFE PRESENTATION**

### **GUEST REGISTER – ALL EXHIBITORS - INFORMATION TO BE PROVIDED BY 30 JULY**

- The venue requires us to complete a 'Guest Attendance Register'. All exhibitors accessing the venue via the Stage Door during bump in / set up / bump out are required to provide contact names and phone numbers.
- When sending through your staff names manning the table, please add their phone numbers as well.
- Email directly to [Jody](#) no later than Friday, 30 July 2021
- One the day ALL participants must sign in with QR code by using the Services Vic app.

### **MASKS**

- Everyone (including exhibitors, crew, all staff) must bring along a fitted face mask with them on the day as this is likely to be required on arrival when accessing the venue via stage door and when moving through and about the back of house areas.

### **COLLECTION OF ITEMS POST EVENT**

- Any leftover items **MUST** be collected on Tuesday, 24 August 2021 from Plaza Ballroom between 9am-2pm.
- Taste Champagne team will provide a 'Pick Up' label template for each box/item that will need to be collected post the event. A tape gun and tape will be on hand should you require.
- If your items cannot be collected within 7 days post event, please note that Plaza Ballroom will dispose of them.
- Pick details:

REGENT THEATRE STAGE DOOR

200 FLINDERS LANE

MELBOURNE VIC 3000

ASK FOR: TYRONE RENTON

PH: 0423 663 284/ 03 9299 9600

*Instructions: Clearly state the event, Taste Champagne and company name that the collection is under.*